



**Faculty of Humanities and Social Sciences**

**Department of Psychology**

**PGT Handbook**

**2024/25**

**MSc Applied Clinical Psychology**

This handbook is available online or in alternative formats. Please contact [psy-pg-clinical@bath.ac.uk](mailto:psy-pg-clinical@bath.ac.uk) if required.

[September 2024]

[PGTAR VERSION]

## Contents

The Department.....	2
Introduction to the Department .....	2
Departmental information including course teams.....	4
Academic Advisor (formerly known as Personal Tutor).....	4
Contact information .....	5
External Examiners.....	5
The University's expectations of students.....	5
University regulations .....	5
Disclosure and Barring Service (DBS) checks .....	6
Attendance expectations .....	6
Learning and Teaching delivery .....	6
Timetables .....	6
Learning resources, Moodle, and recorded lectures .....	6
Student Representation .....	7
Assessment .....	7
Assessment Regulations.....	7
Supplementary assessment .....	7
Exit awards .....	7
Switching courses.....	7
Individual Mitigating Circumstances (IMCs) .....	8
Coursework .....	8
Assignment briefs, word counts and deadlines .....	8
Coursework extensions .....	8
Late submission of coursework .....	9
Marking and feedback.....	9
Your course .....	9
Professional Body Accreditation .....	9
Programme and Unit Catalogue.....	9
Course Specification .....	9
Any other course specific information.....	10

## Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

1. [University information](#)
2. **Department handbook (this document)**
3. Your course specification

**All three of these documents were made available to you at the beginning of the academic year and/or the start of your studies. You are expected to familiarise yourself with the contents.**

This handbook includes important information about the Department and your course that you should be aware of whilst studying here.

This handbook is available online and can be provided in alternative formats. Please contact [psy-pg-clinical@bath.ac.uk](mailto:psy-pg-clinical@bath.ac.uk).

The content of this handbook is accurate at the time of publication in September 2024, but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

**Please note that links to further information are embedded in the title of each section or in applicable text.**

## The Department

### Introduction to the Department

The Department of Psychology at the University of Bath has a breadth in terms of expertise and focus of research. As students you are an important member of the community, we encourage you to join departmental activities that are available to you. The Psychology department seminar series is an important activity for the department and students are very much encouraged to attend these. Departmental research groups are also open to students and you can find out about these opportunities on the **Research** tab of the Psychology Department page of the university website <https://www.bath.ac.uk/departments/departments-of-psychology>

### Welcome from the Director of Studies

We are really pleased that you have chosen to study MSc Applied Clinical Psychology at the University of Bath. We hope that you will feel welcome, and that you will enjoy your course of study and the learning process. We also hope that the programme will serve you well in your educational and career aspirations.

We are very excited that you have chosen to expand your knowledge on Clinical Psychology and hopefully work in careers that align with this. It's important to remember that clinical Psychology has a broad reach and scope with significant impact, it is not a stand-alone discipline and is just one strand of the application of psychological theory. You will be learning alongside postgraduate students completing other applied psychology programmes which will provide you with some fantastic opportunities to expand your knowledge on the field.

In choosing to study this topic at the University of Bath, you will also benefit from the excellent research and work being carried out in the Psychology Department as a whole, work which directly feeds the development of clinical psychology. Thus, we will encourage and support you to take advantage of the wider learning opportunities including Psychology Department seminars, PhD and Doctorate in Clinical Psychology student research conferences and other relevant events.


In the course and over the year, we will try to help you in learning the principles of applied clinical psychology. One year is not such a long time however and it will not be possible to cover much of what is known. Instead, we will try to instil what we consider to be important conceptual and methodological approaches to what is a large and growing discipline, giving you the tools for ongoing learning. This is of special importance as you are now embarking in your journey as a post-graduate student. As a post-graduate student, you will be more in charge of where you take your learning and how you expand on your interests. We will guide you in expanding your knowledge and hopefully guide you towards your future careers.

This programme does not confer any license to practice in clinical contexts or any professional accreditation. You will not be trained in any way to work with people. However as far as is possible, we will try to use the classroom and other educational experiences to confer some important professional practice skills that may help you on your way. We understand that practicing skills alongside peers can be anxiety provoking. We will help you by gradually introducing you to these tasks. However, skills practice (such as role play, presentations) are at the core of Applied Clinical Psychology and it's important that you start (or continue) to develop these skills. Your contribution to and participation in this programme is very important and will help you to get the most out of it.

You can also help to shape and improve the programme. You will be asked to reflect on your own experience of the programme and what changes might have improved that experience. We ask you to do this generously, constructively and in the spirit of collaboration. We will respect and take your views seriously.

A final note about assessment. This is a postgraduate taught programme and hence you will be evaluated within the Higher Education System. However, our experience has been that there are no subtle grading systems in the clinical world. The aim is to try and do as best you can for people, to the best of your knowledge and ability, within the limits of your competence. There are ordinarily a range of other factors outside our control in clinical psychology research and practice which have an important bearing on the final outcome. Although we will want you to demonstrate a certain level of knowledge, we are also interested in what you bring to that knowledge in respect of critical thinking and reflection as

part of your assignments. Beyond the academic assignments, we hope that there will be learning only you can evaluate.



Dr Manuela Barona

Director of Studies, MSc Applied Clinical Psychology

### Departmental information including course teams

Dr Manuela Martinez-Barona Soyer is the Director of Studies for the MSc in Applied Clinical Psychology and is responsible for the overall running of the course and ensuring students' welfare. Should you have any questions or queries you can contact her directly by email.

Internal messages are usually sent by email, and you should make a point of checking your account every day. You can also access your account via the internet by typing <https://mail.bath.ac.uk> or clicking on 'Webmail' on the University's internal home page. You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.

The best way to contact staff is by email. If you want to send hard copy mail to a member of staff, you can hand this to the administrator in the 10 West programme office who will place it in the appropriate 'pigeon-hole' (mailbox). A pdf of a document can be attached to the email if needed.

Should you have any queries or problems (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend you talk to us. Any issues relating to your work then please contact either the lecturer concerned or your Director of Studies.

### Academic Advisor (formerly known as Personal Tutor)

When you join the University, you are assigned an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

Your Academic Advisor should arrange to meet with you on three occasions during your first semester and offer at least one meeting per semester on an ongoing basis for the remainder of your studies. Your Academic Advisor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices, placement opportunities and future career plans

- sources of support with any personal matters or situations involving your health and wellbeing that may be impacting your studies
- providing you with a reference for work experience, internships, your placement, further studies, or career

Your academic advisor will be the one to contact you to organise meetings. If you would like to arrange a meeting you can contact them in the email provided.

### Contact information

Name	Role	Room	email
Dr Manuela Martinez-Barona Soyer	Director of Studies, Lecturer	10 West 3.18	mmmbs20@bath.ac.uk
Dr Melissa Atkinson	Senior Lecturer	10 West 2.12	ma2293@bath.ac.uk
Dr Elizabeth Marks	Senior Lecturer	10 West 3.30	em733@bath.ac.uk
Dr Christel Schneider	Lecturer	10 West 3.16	cs2522@bath.ac.uk
Dr William Skylark	Lecturer	10 West	wjs55@bath.ac.uk
Miss Nina Higson-Sweeney	Lecturer	10 West	nhs35@bath.ac.uk
Ms Ziyu Guan	Programmes Administrator	10 West 1.02	psy-pg-clinical@bath.ac.uk

### External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

External Examiner for the programme:

Dr Clare Melvin, University of East Anglia

Dr Georgina Charlesworth, University College London (for share unit PS52038)

## The University's expectations of students

### University regulations

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

### Disclosure and Barring Service (DBS) checks

The MSc in Applied Clinical Psychology is a taught post-graduate programme, and clinical placements are not part of the programme. Sometimes, opportunities arise for students during the research apprenticeship and dissertation units to carry out research in clinical settings with patients or vulnerable populations. A DBS check will be necessary in these circumstances. You can find further information here: [The Disclosure & Barring Service \(DBS\) and types of DBS checks \(bath.ac.uk\)](#) It is a good idea to make an application well in advance of the conduct of the research. Please note that it is the student's responsibility to pay for the DBS check if one is necessary.

### Attendance expectations

**You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course.**

If you require a leave of absence from the University for any reason, please contact the Director of Studies Dr Manuela Martinez-Barona Soyer [mmmbs20@bath.ac.uk](mailto:mmmbs20@bath.ac.uk) by email.

If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with the above-named contact within three days of becoming ill.

### Learning and Teaching delivery

#### Timetables

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

### Learning resources, Moodle, and recorded lectures

The programme will be taught through lectures, tutor-led seminars and tutorials, group work, active participation in research seminar programmes, monitoring of personal development with personal tutor and problem-based scenarios.

**Moodle** is used to provide a virtual learning environment and includes information on the programme and individual units. This is the key place for you to access learning materials. You must make yourself familiar with its use, as lecture content, announcements and coursework submission points will be available in this space.

Lectures may be recorded and made available after the session.

## Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

## Assessment

### Assessment Regulations

The [Postgraduate Taught Assessment Regulations](#) (PGTAR) set out the rules for your course including:

- How the University governs your outcomes.
- Progression requirements and what happens if you fail.
- Award eligibility and how your classification is calculated.

If your course has **any exemptions** to the Postgraduate Taught Assessment Regulations, you will find this information in your course specification.

You are expected to familiarise yourself with these regulations.

### Supplementary assessment

Supplementary assessment describes the type of assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

More information on the timing of supplementary assessment is provided in PGTAR. Supplementary assessment may be held during the summer (August). You may be required to return to Bath to sit any in-person supplementary exams during the August supplementary assessment period.

### Exit awards

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in your course specification.

### Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their**



**studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

### [Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

**You are expected to familiarise yourself with the information available about IMCs** including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

### [Coursework](#)

[Assignment briefs, word counts and deadlines](#)

Full details of your assessments and their requirements are listed in the **Unit and Assessment Handbook**, which will be available in your Moodle programme page ([Course: MSc Applied Clinical Psychology \(bath.ac.uk\)](#)). This document will include:

- Unit descriptors including main learning outcomes
- A table outlining unit and assessment weightings as well as submission dates.
- Assessment guidelines and specific information on coursework submission and feedback.
- Outlines and marking criteria for each of your assignments, including word limits.

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

### [Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions are often granted, but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. The usual length of the extension is 2 weeks; however, slightly longer extensions can also be requested with appropriate evidence for its need.

To receive an extension in your coursework, you will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

*If you need to ask for an extension to your coursework deadline you must request this in good time before the original submission deadline.*

Extension requests are submitted via SAMIS. You can find further information on how to request an extension on your programme Moodle page: [Course: MSc Applied Clinical Psychology \(bath.ac.uk\)](#)

#### Late submission of coursework

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and [there are penalties for submitting work after the specified deadline](#). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

#### Marking and feedback

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further information about [such processes, and their purpose, on our website](#).

You can find assessment criteria and learning outcomes for unit assessment in the Unit and Assessment Handbook and via the Moodle page for each unit.

#### Postgraduate Taught Generic Assessment Criteria

This Faculty-level generic assessment criteria is used by academic staff when designing assessment tasks. It shows the standards of work expected for work submitted as part of postgraduate taught courses that use the Postgraduate Taught Assessment Regulations (PGTAR) for the 2024/25 academic year. Academic staff can use these generic criteria to create specific, contextualised criteria for student-facing material. [Learn more about the PGT generic assessment criteria](#).

#### Your course

##### Professional Body Accreditation

This course is not professionally accredited and will not provide you with a licence to practise.

##### [Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

##### Course Specification

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, and the structure of the course, as well as regulations for meeting the requirements for any exit awards, and any agreed exemptions from your Assessment Regulations. You are expected to be familiar with this document and its contents.

### Any other course specific information

The MSc Applied Clinical Psychology aims to provide students with the background knowledge and professional skills relevant for progressing into health service or research careers with a significant applied psychology component.

This Master's programme equips students with an up-to-date knowledge of clinical psychology theory and practice. This degree follows a scientist-practitioner model, where clinical practice is necessarily grounded in research and implemented using scientific methods. As such, this degree will deepen your knowledge of psychological models, scientific principles, and contemporary research in clinical psychology and consider its translation and application to real-world problems.

Students will be introduced to the foundation skills of clinical psychology practice including interviewing, observation and psychometric assessment. You will also develop the knowledge and skills necessary to undertake research and development in healthcare settings, including research design, governance, ethical and organisational issues.

Relevant posts for graduates from this programme may include assistant psychologist or research assistant positions, which are generally preparatory employment for doctoral training in clinical psychology.